



Ministry Position: Parish Social Ministries

Date Last Reviewed: July 2019

◆ Position Overview

The Parish Social Minister responds to the requests of the Pastor or the Parish Social Ministry Coordinator, assisting parishioners with specific needs, or responding to specific tasks for the parish community.

◆ Activities/Responsibilities

- Activities/Responsibilities will vary according to the specific area of ministry within the Parish Social Ministry structure. The areas include:
 - Advocacy
 - Assisting Challenged Parishioners with Household Activities and Repairs
 - Bereavement & Consolation Ministry
 - Community Bread
 - Crisis Response
 - Family Support Ministry
- Friendly Visitor
- Hospitality
- Minister of Care
- Outreach Ministry
- Project El Sembrador
- Research, Resource and Referral
- Steering Committee
- Transportation
- Tutoring and Peer Support

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:
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◆ Skills, Experience and Qualifications

- Fully initiated member of the Catholic Church in good standing
- Must be at least 18 years of age
- Recognized within the parish community as a person of good reputation
- Can relate effectively and communicate clearly with others
- In cases of emergency, knows contacts and/or procedures



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◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Honest, dependable and can maintain strict confidentiality
- Comfortable with being accountable and is sensitive to the observance of proper boundaries

◆ **Screening Requirements**

This is a High Risk Position.

Note: This position can be General Risk if NO minors under 18 or other vulnerable community members participate in this ministry. An asterisk (*) identifies all High Risk screening requirements.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked*
- Complete a Police Information Check *
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years*
- Participant follow-ups may be conducted*

◆ **Orientation and Training**

Standard parish orientation program, including AODA training, and required Parish Social Ministry training.

◆ **Participant Group**

Parishioners and community at large.

◆ **Support, Supervision and Evaluation**

The Parish Social Ministry Coordinator and/or Pastor is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

One-year term with the ability to renew (*High Risk)



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_____ year term with the ability to renew. (General Risk)

◆ **Benefits and Working Conditions**

- Will have a direct impact on the well being of the parishioners and community at large
- Must be available to attend all regularly scheduled meetings
- Must be able to attend the orientation session and training sessions as required
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Parish Social Ministries** currently practised at, _____ Parish.

Pastor's Signature

PASTOR NAME

**Parish Volunteer Screening
Coordinator's Signature**

COORDINATOR NAME

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department